DOCUMENT RESUME

ED 313 375 SP 031 785

TITLE Policies and Procedures for the Preparation and Operation of Special Experimental Demonstration and Teacher-Training Projects. Bulletin 1860.
INSTITUTION Louisiana State Dept. of Education, Baton Rouge. Bureau of Adult and Community Education.
PUB DATE Apr 89
NOTE 36p.; Some pages contain small, light type.
PUB TYPE Reports - Descriptive (141)

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS *Adult Education; *Demonstration Programs; Federal Aid; *Grantsmanship; *Institutes (Training Programs); Pilot Projects; *Proposal Writing

ABSTRACT

The purpose of the adult education program in Louisiana is to provide for the initiation, maintenance, and expansion of instructional offerings for adults. A minimum of 10 percent of the annual federal allocation is to be used to fund special experimental demonstration projects and teacher-training grants. This monograph provides detailed information on the preparation and presentation of proposals for obtaining grants for these programs. Information is given on: (1) statewide priorities for special projects; (2) statutes and regulations; (3) eligible applicants; (4) announcement of availability of funds; (5) preparation of proposals; (6) board resolution; (7) submission of proposals; (8) duration of project; (9) review procedure; (10) distribution of funds and personnel information; (11) exhibits and publicity; and (12) report requirements of grantee. Examples of required forms are provided as exhibits. (JD)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED313375

SP

POLICIES AND PROCEDURES FOR THE PREPARATION AND OPERATION OF SPECIAL EXPERIMENTAL DEMONSTRATION AND TEACHER–TRAINING PROJECTS

BULLETIN 1860

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

L. Mbatach

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☐ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

APRIL 1989

BUREAU OF ADULT AND COMMUNITY EDUCATION
LOUISIANA DEPARTMENT OF EDUCATION
WILMER S. CODY, STATE SUPERINTENDENT

SP 031 785

BEST COPY AVAILABLE

This public document was published at a total cost of $353.25. Five hundred copies of this document were published in this first printing at a cost of $353.25. The total cost of all printings of this document, including reprints is $353.25. This document was published by the Louisiana Department of Education, P.O. Box 94064, Baton Rouge, Louisiana 70804-9064 as fulfillment of the mandates of Public Law 100-297, as amended. This material was printed in accordance with the standards for printing by State agencies established pursuant to R.S. 43:31.

POLICIES AND PROCEDURES FOR THE PREPARATION AND OPERATION OF SPECIAL EXPERIMENTAL DEMONSTRATION AND TEACHER-TRAINING PROJECTS

Bulletin 1860

Issued by the Bureau of
Adult and Community Education
Glenn Gossett, Director

April 1989

A. Nature and Purpose of Projects

The purpose of the adult education program in Louisiana is to provide for the initiation, maintenance, and expansion of instructional offerings for adults. These instructional offerings enable adults to continue their education to at least the completion of high school. The Adult Education Act requires that a minimum of 10 percent of the annual federal allocation be used to fund special experimental demonstration projects and teacher-training grants.

B. Statutes and Regulations Governing the Program

Public Law 100-297, Section 353, is the federal law enacted to provide for this program. Other federal statutes governing the administration of educational grants include the General Education Provisions Act (GEPA) and the Education Department General Administrative Regulations (EDGAR). These acts are not intended to be a complete listing of regulations, but to serve as a guide in grant administration. Activities funded under Section 353 will further comply with the Louisiana State Plan for Adult Education, 1989-1993.

C. Statewide Priorities

These special projects must meet one or more of the following priorities:

Priority One: To implement pilot programs, special experimental demonstration activities, and/or curricular development projects to expand the delivery systems of adult education involving coordination with various agencies, thereby providing comprehensive educational services to adults in rural and urban areas, adults with limited English language skills, institutionalized adults, immigrants, the handicapped, the elderly, and other adults with special needs:

Priority Two: To implement pilot programs, special experimental demonstration activities, and/or curricular development projects designed to reduce the illiterate population in the State;

Priority Three: To implement pilot programs, special experimental demonstration activities, and/or curricular development projects which can improve the quality of instructional offerings in adult education programs, especially those which include continued development of an Individualized Program of Instruction (IPI), emphasis on the life-coping skills, expansion of reading programs designed for adults, computer literacy, and computer assisted instruction;

Priority Four: To provide teacher-training activities for those individuals engaged in, or preparing to engage in, employment in adult education programs with major emphasis on the following areas:

1. Support for the continued development of undergraduate and graduate course offerings leading to a degree and/or certification in adult education

2. Specialized training for adult education personnel (including teachers, paraprofessionals, administrators, counselors, and others) in the areas of

   a. program planning, implementation, and evaluation
   b. local inservice and preservice training
   c. expansion and coordination of delivery systems through cooperative agencies
   d. identification and use of nontraditional learning settings
   e. development of an understanding and ability to cope with cultures, life-styles, and mores of the adults served
   f. development of nontraditional adult education techniques
   g. guidance and counseling

3. Specialized training for adult education personnel to meet the educational needs of

   a. undereducated adults in rural and urban areas
   b. adults with limited English language skills
   c. institutionalized and incarcerated adults
   d. adult immigrants
   e. handicapped adults
   f. homeless adults
   g. other adults with special needs

Priority Five: To implement pilot programs, special experimental demonstration activities, and/or curricular development projects which are designed to coordinate and cooperate with

1. human service agencies and organizations
2. community education programs
3. business and industry

4. vocational-technical schools
5. government agencies
6. correctional institutions
7. other community organizations

for the purpose of providing a more comprehensive educational delivery system for reaching adults who are least educated and most in need of assistance.

D. Eligible Applicants

Local education agencies, the Bureau of Adult and Community Education, institutions of higher learning, educational television stations, and nonprofit agencies, institutions, and organizations are eligible for grants under this section of the Plan. Individuals and schools or departments of divinity are not eligible for grants.

For a consortium to be eligible to receive federal funds, the local education agency or public or private non-profit agency, organization, or institution shall enter into a contract with the for-profit entity. Any award of funds will be made to the local education agency or public or private non-profit entity that applies on behalf of the consortium.

E. Announcement of Availability of Funds

Public notices will be sent to all major newspapers annually announcing the availability of federal funds to support special experimental demonstration projects and teacher-training activities. The Bureau will directly notify local school systems, higher education institutions, members of the Participatory Planning Task Force, previous applicants, and any other agency, institution, or organization which requests this information.

Proposals may be submitted at any time after the initial announcement has been made. Closing dates for receipt of proposals will be announced in the public notice.

Application information is available from the Bureau of Adult and Community Education, Louisiana Department of Education, P. O. Box 94064, Baton Rouge, LA 70804-9064.

F. Preparation of Proposals

The proposal shall be typewritten and double-spaced on one side of standard sized (8 1/2" X 11") unruled white paper. The body of the proposal should be concise but sufficiently complete to provide reviewers with information necessary for a sound evaluation of the proposed activity.

Each proposal must consist of the following parts and must be assembled as follows:

1. Proposal Cover Sheet

The proposal cover sheet should be the first page of the proposal; no other cover should be the first page of the proposal, and no other cover should be superimposed. A copy of the Proposal Cover Sheet appears in "Exhibits" in this document.

2. Proposal Abstract

The Proposal Abstract should provide a concise summary (approximately 250 words) of the project. The synopsis should provide all essential information needed to understand the general dimensions of the project. A copy of the form to be used in preparing the abstract appears in "Exhibits."

3. Narrative Description of the Project

The merit of the proposed project will be evaluated primarily on the basis of the narrative description of the project. The narrative should describe the project in sufficient detail to enable reviewers to know what is planned at every stage and to make

tentative judgment as to the probable success of the proposed effort. Each of the following items should be fully described in the narrative description of the project. For purposes of review, uniformity in presentation is important. Therefore, it is suggested that similar subtitles, similarly numbered, be used in preparing the proposal.

a) Problem: Give a brief statement of the problem, explaining its importance and relationship to adult education. The nature of the problem and needs of the population should be clearly described, giving the extent to which this project is different from regular State grant programs. The problem should address itself to one or more of the statewide priorities. (Part B)

b) Objectives: State the objectives of the project clearly and concisely, address the problem and the priorities, and describe them in measurable terms.

c) Procedures: When appropriate, provide specific information about each of the following:

(1) General Design: Describe the methodology that will be used in the project and indicate why this methodology is appropriate in achieving the stated objectives.

(2) Population and Sample: For research or survey projects, describe the group of subjects from which the sample is to be taken. Explain any sampling method used and the number and characteristics of the subjects to be chosen.
For pilot programs, describe the target population to be served. For teacher-training programs, describe the personnel to be trained.

All teacher-training proposals submitted must include specific criteria to regulate participants chosen to attend teacher-training programs and should include the following:

(a) Participants must be engaged, or preparing to engage, as personnel in adult education programs designed to carry out the purposes of the Act.

(b) Participants must be engaged, or preparing to engage, in programs in keeping with the intended objectives of the teacher-training programs submitted based upon those priorities stipulated in this document.

No one should be declared ineligible to participate in teacher-training programs solely for the reason that he or she does not possess an academic degree.

(3) Data and Instrumentation: Indicate the data to be gathered and the collection methods to be used. Describe questionnaires, interview guides, tests, and other instruments to be employed.

(4) Time Schedule: In chronological order, indicate the approximate length of time required for each major aspect of the project.

d) Personnel: Staff members of the project should be listed as follows:

(1) Project Director: Give the name, title, and a brief statement of pertinent experience and special qualifications. Indicate the amount of time that will be devoted to the project by the director.

The project director will be responsible to the Department of Education for direct supervision of the educational program and for general management of the project.

(2) Proposed Staff Members:

Give names, titles, a brief statement of special qualifications, academic degrees, experience, and responsiblities of each staff person. Indicate whether each person will be a full-time or a part-time employee.

(3) Secretarial and Clerical Staff:

Same as (2) above.

e) Facilities: Indicate any special facilities or advantages available to your institution or agency which will aid implementation of the project. When the cooperation of other schools or agencies is essential to the conduct of the project, indicate the extent and the nature of possible cooperative arrangements. The proposal should provide sufficient detail to assure evaluators that the project can be accomplished efficiently and economically.

f) Evaluation: Include the plan to be carried out for the purpose of evaluating the effectiveness of the project. Applicants may include an evaluation plan to be carried out by a third party to determine program effectiveness. Such a plan should describe the steps by which the grantee will (a) determine the extent to which the objectives of the project have been accomplished; (b) determine what factors either enable or preclude the

accomplishment of these objectives: and (c) promote the inclusion of the successful aspects of the project into adult education programs.

4. Proposed Budget Summary

The maximal contribution of the State Department of Education for support of a project will be stated in the grant award. Recipients of grants will be required, whenever feasible, to contribute an amount equal to at least 10 percent of the cost of the project. The total amount of such required contribution will be stated in the grant award and will be determined on the basis of the resources of the grantee, the size and scope of the project, and any other factors bearing on either the value of the project or the ability of the grant recipient to contribute to such project as the State Department of Education may determine to be relevant. A copy of the Proposal Budget Summary appears in "Exhibits."

a) Direct Costs: To the extent that they are reasonably necessary for and attributable to carrying out the project, direct costs may, at the discretion of the grantee, include the following:

(1) Personnel salaries

(2) Employment services and benefits

(3) Travel

(4) Required fees

(5) Communications costs

(6) Supplies, printing, and printed materials

(7) Equipment (only for specific circumstances)

(8) Participant support for teacher-training projects.

b) Indirect Costs: The use of existing commodities, facilities, or services rendered by an outside source, such as a local education agency, is to be classified as an indirect cost to the project sponsor. The grantee pays the outside source, usually an LEA, a percentage of the allowable direct cost, not to exceed 8 percent, even though the education agency's indirect cost rate is greater than 8 percent.

Federal funds may be used to pay indirect costs incurred by grantees. No indirect costs may be charged by the grantee for projects funded from total State funds.

Total funds requested for special projects include direct costs and indirect costs.

5. Budget Explanations

List each component of cost on a separate sheet and explain in detail the amount of funds requested in each line item of the Proposal Budget Summary.

a) Direct Costs

(1) Personnel Salaries: Grant funds may be used to pay regular salaries, in whole or in part, of professional and nonprofessional personnel for the time devoted to the project. Compensation may not be in excess of the salary scale for comparable employment in the grantee organization.

Grant funds may not be used to pay or supplement salaries for personnel employed on a 12-month basis by the grantee organization. Personnel employed on a 12-month basis may receive reimbursement for time and services

devoted to the project if (1) annual leave or vacation time is taken for that period of compensation, or (2) the services are documented as having been performed outside of the individual's regular working hours.

Include a statement that shows the total commitment of time and the total compensation to be charged to the project for each member of the project staff.

Describe in detail those activities of the project for which the services of consultants will be used. For such services, show the required number of days of consultant service and the total cost for consultant fees. Honorarium for consultants will not exceed $100 per day. Applicant organizations may request that specific salary rates or amounts for individuals be omitted from those copies of proposals made available to consultants for review.

(2) Travel: Grant funds may be used to pay travel expenses of staff and consultants in accordance with applicable State and local laws and regulations, and agency and institutional practices. If there are no such applicable laws, regulations, and practices, travel costs shall be in accordance with the Department of Education travel regulations.

Of the total amount of funds required for travel expenses, show separately the amounts requested for project staff.

(3) Equipment: For rental of equipment, indicate items, period of rental, and rental rate per month. Purchase of equipment is permitted only where it can be economically justified versus rental.

(4) Required Fees: Itemize required fees, if any. Include a statement describing their purpose and rate. Tuition is not an allowable item in the project budget for summer institute programs wherein stipends are paid to the training institution; however, tuition is an allowable cost wherein stipends are not paid individuals and all operational costs are paid to the training institution.

(5) Employment Services and Benefits: Itemize employer's contributions to retirement, health, social security, and other benefits maintained for employees of the grantee. A grantee assumes the responsibility for payment of taxes from funds received and/or payment of unemployment compensation.

(6) Communications Costs: Itemize costs for postage fees, telephone, telegraph, and other communications.

(7) Supplies, Printing, and Printed Materials: Specify need and itemize costs.

(8) Stipends: Grant awards for teacher-training projects may provide subsistence allowances for teacher-training participants which shall not exceed the sum of $150 per week with the following limitations:

Participants residing within a thirty-mile radius of the sponsoring institution or the place where the program is being held shall not be eligible to receive a stipend payment unless special circumstances warrant the participant's being domiciled at the sponsoring institution for the program activities.

Participants attending workshop programs sponsored as "drive-in conferences" (workshops which do not provide or necessitate providing housing accommodations for participants) shall not be eligible.

(9) Travel Allowances: Allowances may be paid for participant travel cost for one round-trip between each participant's home and the place at which the training program is conducted with the following exception:

Participants residing within a thirty-mile radius of the place at which the training program is conducted and/or who are not eligible to receive a stipend subsistence as indicated above may receive a reimbursement for travel cost for one round trip for each day that they attend the program.

Participant travel allowance shall be paid in accordance with applicable State and local laws and regulations, and agency and institutional practices.

b) Cost Sharing: In the absence of cost sharing, the applicant shall provide a written explanation of why cost sharing is not feasible for the proposed project.

(1) Contributions of Grantee: Itemize and show how the cost of each item is contributed by the grantee.

(2) Contributions from Other Sources: Itemize and show the cost of each item contributed by other sources. These contributions should be grouped separately by source.

c) Total Direct Costs: This is the difference between the total amount requested for direct costs to conduct the project and the total amount contributed by the grantee and other sources.

d) Indirect Costs: Refer to page 8 for information on indirect costs.

e) Total Funds Requested: This is the sum of the amounts requested for total direct costs and indirect costs.

G. Board Resolution

If applicant is not a local education agency or another State agency, a dated resolution must be attached to the proposal stipulating by name and title the person(s) who are permitted to bind the organization to a contractual agreement. The resolution must be signed by the president of the Board of Directors. An additional statement, signed by the secretary to the Board, must reflect that the assignment is reflected in the Board minutes. This statement must be dated and signed by the secretary. (See Exhibits)

H. Submission of Proposals

One copy of the proposal cover sheet must bear the signature(s) of the official(s) authorized to submit the proposal. On the remaining copies, the name(s) need only be typed.

A total of 35 completed proposals, one original and 34 copies, are to be submitted to:

Bureau of Adult and Community Education
Louisiana Department of Education
Post Office Box 94064
Baton Rouge, LA 70804-9064

I. Duration of Project

The duration of a project may be for as long as eighteen (18) months. An applicant may wish to phase the proposed project beginning with a planning or pilot period and continuing its development through

an operational period. Funding of the operational period would be subject to the satisfactory performance of the project during the planning phase.

J. Review Procedure

Proposals will be reviewed and rated by staff members in the Department of Education, subject to review and action by the State Board of Elementary and Secondary Education and the office of Contractual Review. Proposals will be evaluated based upon the following general criteria:

1. The objectives are clearly stated, capable of being attained by the proposed procedures, and measurable:

2. The project objectives are designed to serve adults who are least educated and most in need of assistance:

3. The proposed plan of operation is sound and does not duplicate programs, services, or activities currently available in the area under other federal, state, and local programs;

4. The proposed activity is relevant to the State's priorities and addresses the needs of the applicant's geographic area, with consideration for programs, activities, and services currently receiving assistance in the area to be served;

5. The designated personnel possess qualifications and experience to adequately implement project activities and, where appropriate, provisions are made for in-service training of personnel;

6. The facilities and other resources are adequate to carry out the objectives of the project:

7. The project provides for cooperative involvements (including arrangements with business, industry, and volunteer literacy organizations) to deliver services to adults;

8. The project will use innovative methods, systems, materials, or programs to secure productive results, and the estimated cost will be reasonable in relation to project objectives:

9. The potential for using project results in other programs and the provision for disseminating these results are adequate;

10. Provisions are included for evaluating project effectiveness and determining the extent to which objectives are accomplished;

11. In-kind and/or other financial contributions can be recognized.

On the basis of this evaluation, the proposal will be approved or disapproved by the State Board of Elementary and Secondary Education. The applicant will be notified accordingly.

Appeals should be made in writing to the Director of Adult and Community Education stating the reasons for the appeal. The Director will review the appeal and render a decision within 30 days of its receipt.

To have a proposal reconsidered for approval during a subsequent fiscal year, the proposal must be resubmitted. The fact that a particular proposal resulted in a grant in an earlier year does not guarantee that resubmission will result in a grant renewal.

K. Distribution of Funds

Funding of approved applications will be on the basis of a negotiated budget based on the budget requested relative to the activities to be accomplished and the availability of funds. The contractual agreement for awarded grants will include an approved budget and all conditions binding upon the grantee.

L. Personnel Information Form

Within two weeks after the beginning of the project, the project director will submit a Personnel Information Form for each person employed by and/or working on the project. A copy of the form appears in "Exhibits."

M. Exhibits

The forms which appear in "Exhibits" may be photocopied for use in preparing proposals. The final expenditure report forms which appear in "Exhibits" are included for informational purposes only and are not to b used in the application process.

N. Publicity

The grantee is responsible for issuing press releases and announcements concerning the availability of State support for the project. Three (3) copies of each such announcement will be sent to the Bureau of Adult and Community Education, Office of Academic Programs, Louisiana Department of Education, P. O. Box 94064, Baton Rouge, LA 70804-9064.

O. Report Requirements of Grantee

Detailed documentation of all project activities and expenses must be maintained.

1. Progress Report

An original and two (2) copies of a progress report will be submitted midway through the project period. The report should include a brief description of the project, work completed during the reporting period, any unanticipated problems, and any plans for the next reporting period.

2. Special Reports

Special reports shall be submitted upon request from the State Department of Education.

3. Final Project Report and Evaluation

The policies, procedure, and/or methods to be used for the evaluation of special projects and teacher-training grants must be clearly established in the original proposal and implemented

accordingly. The report should constitute a complete record of the project for the State Board of Elementary and Secondary Education. The content should always include an abstract, purpose of project, extent to which the objectives of the project have been accomplished, identification of factors which enabled or precluded the accomplishments of the objectives, methodology, summary of findings, recommendations, and conclusions. The report should be sufficiently detailed to permit the reader to ascertain the significance and validity of the findings in order to duplicate the program. As final reports may have wide distribution, appropriate charts, graphs, and photographs should be included. Grantees may wish to provide for an independent evaluation of the project.

Final reports must adhere to the format stipulated in the guidelines below. It should be duplicated on standard white paper stock, 8 1/2" X 11", and bound with an inexpensive, but durable cover.

The following sections must be included in the report but are not exclusive. Each section must be fully explanatory so that the report is comprehensive and gives a complete analysis of the development of the project. Samples of any products resulting from the project must also be included.

a) Cover: On the cover of the report shall appear the following:

The project title,

The name of the grantee,

The grant number, and

Acknowledgment of state and federal support as follows:

"The project reported herein was supported by a grant from the State Board of Elementary and Secondary Education through the U.S. Department of Education, as authorized by the Adult Education Act (Public Law 100-297)."

Bureau of Adult and Community Education, Louisiana Department of Education, Wilmer S. Cody, State Superintendent.

The names of the members of the State Board of Elementary and Secondary Education shall appear on the inside cover.

b) Abstract: The abstract of the final report should not exceed six hundred (600) words in length.

c) Problem

d) Objectives

e) Procedures

f) Personnel

g) Facilities

h) Evaluation

4. Final Expenditure Report

The final expenditure report will appear in each of the 30 copies of the final report and will be submitted within sixty (60) days of the expiration of the grant. Copies of the report forms appear in "Exhibits" in the grant application packet and in this document.

In addition, a full accounting of (1) all equipment and materials purchased with project funds, (2) all instructional materials developed for use in the project, and (3) all salable items resulting from the project shall be reported within sixty (60) days of the expiration of the grant.

P. Dissemination of Final Reports

The grantee will be responsible for disseminating an original and 30 copies of all final reports and/or materials produced through special projects to the Bureau of Adult and Community Education. Other copies are to be made available to the Bureau upon request.

Q. Copyright Regulations

The Bureau of Adult and Community Education has the authority to impose regulations upon grantees relative to the copyright of products produced under the grant, provided those regulations are made known before or upon funding of the project.

R. External Evaluation and Review

The Department of Education and its authorized representatives reserve the right to examine all fiscal reports, records, and documents related to funded projects.

EXHIBITS

(Name of Corporation)

RESOLUTION

Resolved, on motion of (Name of Board Member), seconded by (Name of Board Member), that the Board of Directors designates (Appointee), (Title), to initiate, negotiate, and sign for grants between the Louisiana Department of Education and the (Name of Corporation).

President

Date

I hereby certify that the above and foregoing is a true and correct extract from the minutes of a (regular or special) meeting of the Board of Directors held (date), at which there was a quorum present and voting.

ATTEST: Secretary

DATE:

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
ADULT EDUCATION SECTION

501

PERSONNEL INFORMATION FORM[1]

FISCAL YEAR

NAME OF PARISH OR CITY SCHOOL SYSTEM				YOUR NAME		
NAME OF SCHOOL WHERE ADULT EDUCATION CLASS IS HELD				YOUR ADDRESS		
DATE OF BIRTH	AGE	SEX	RACE	HOME PHONE	OFFICE PHONE	SOCIAL SECURITY NUMBER
MARITAL STATUS ☐ MARRIED ☐ SINGLE ☐ DIVORCED ☐ WIDOWED				ADULT EDUCATION STATUS ☐ FULL TIME ☐ PART TIME		FULL TIME OCCUPATION

COLLEGE DEGREES HELD

COLLEGE OR UNIVERSITY ATTENDED	DATES	DEGREE	MAJOR SUBJECT	MINOR SUBJECT

ADULT EDUCATION EXPERIENCE[2]

EMPLOYER AND LOCATION	POSITION	DATES	TYPE OF CLASS AND PROGRAM

ADULT EDUCATION TRAINING[3]

SPONSORING AGENCY OR INSTITUTION	LENGTH AND TYPE OF TRAINING PROGRAM	CREDIT RECEIVED OR HOURS ATTENDED

ADULT EDUCATION SPECIALTY

LIST YOUR AREA(S) OF SPECIALTY IN ADULT EDUCATION (MATH, READING, SUPERVISION, TEACHER TRAINING, ETC.)

INDICATE GRADE LEVEL(S) OF INSTRUCTION IN WHICH YOU SPECIALIZE

☐ LEVEL 0-3 ☐ LEVEL 4-6 ☐ LEVEL 7-8 ☐ LEVEL 9-12 ☐ COMBINATION

BRIEFLY INDICATE YOUR MAJOR AREAS OF NEED OR SPECIAL PROBLEMS YOU WOULD LIKE TO RECEIVE TRAINING IN

INSTRUCTIONS

1. Please fill in all information requested. For questions that do not apply, indicate with "none" or "does not apply."
2. Indicate positions as teacher, paraprofessional, supervisor, coordinator, principal, lab technician, consultant, etc. If position was instructional, indicate grade level and type of class. For other positions, indicate nature of duties and type of program (ABE, wm, 2x2, etc.).
3. List any State, regional, or national workshops or institutes attended and any adult education graduate courses taken by course number, number hours credit received, length of program and name of sponsoring college or university. Write "none" for those programs attended in which no credit was received. You need not list local parish inservice or preservice workshops but one time with the total hours attended. Example - Jeffer on Parish School Board - 6 days - four workshops - 18 total hours.

LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

SPECIAL EXPERIMENTAL DEMONSTRATION PROJECT
ADULT EDUCATION PROGRAM
PROPOSAL COVER SHEET

OE FORM 513-A

DATE OF SUBMISSION TO DEPT. OF EDUCATION

1. TITLE OF PROPOSAL *(Title should not exceed 100 typewritten characters)*

2. APPLICANT ORGANIZATION | MAJOR SUBDIVISION

STREET ADDRESS | PARISH | CONG. DISTRICT

CITY | STATE | ZIP CODE | TELEPHONE *(Area code, number, extension)*

3. LOCATION WHERE PROJECT WILL BE CONDUCTED *(if different from above)* *(Address, street, city, parish, State, ZIP code, cong. district)*

4A. PERSON DIRECTING PROGRAM *(Name, title, address)* | 4B. AREA CODE | TELEPHONE NUMBER | EXTENSION

4C. SOCIAL SECURITY NUMBER

5. INITIATED BY *(If different from Project Director)* *(Name, title, address)* | TELEPHONE: AREA CODE | NUMBER | EXTENSION

6. NAMES AND ADDRESSES OF OTHER KEY PERSONNEL *(If any)*

7. TYPE OF AGENCY
- A. [ ] PUBLIC
- B. [ ] PRIVATE NONPROFIT
- C. [ ] STATE EDUCATIONAL AGENCY
- D. [ ] LOCAL EDUCATIONAL AGENCY
- E. [ ] EDUCATIONAL TELEVISION STA.

8A. DURATION OF INSTITUTE OR TRAINING PROGRAM
FROM *(Mo., Day, Yr.)* | TO *(Mo., Day, Yr.)*

8B. NO. OF WEEKS | 8C. NO. OF MOS.

9A. TYPE OF APPLICATION
1. [ ] NEW
2. [ ] CONTINUING
3. IF REQUEST IS A RENEWAL OR A CONTINUATION, GIVE PRIOR GRANT NUMBER

9B. STARTING AND ENDING DATES OF PROJECT PERIOD
1.
2.
3.
4.
5.

10. FUNDS REQUESTED

A. STATE FUNDS REQUESTED	AMOUNT
1. ACT 111	$
2. OTHER STATE *(Specify)*	
B. LOCAL CONTRIBUTIONS	
1. GRANTEE	
2. OTHER SOURCE(S)	
C. TOTAL COST OF PROJECT	$

11A. (1) IS THIS PROPOSAL DESIGNED PRIMARILY FOR A SPECIFIC TARGET AREA OR GROUP OF THE POPULATION? (A) [ ] YES
(2) IF APPLICABLE, INDICATE ESTIMATED NUMBER OF TARGET GROUP PARTICIPANTS (B) [ ] NO

B. IF YES, CHECK THE BOX WHICH BEST DESCRIBES THE AREA OR GROUP TO BE SERVED

1. BY GRADE LEVEL
- A. [ ] BEGINNING LEVEL (0-4)
- B. [ ] INTERMEDIATE LEVEL (5-8)
- C. [ ] ADVANCED LEVEL (9-12)

2. BY AGE GROUP
- A. [ ] 16-21
- B. [ ] 22-44
- C. [ ] 45-64
- D. [ ] 65 AND OVER

3. BY RACE OR ETHNIC GROUP
- A. [ ] CAUCASIAN
- B. [ ] AMERICAN INDIAN
- C. [ ] NEGRO
- D. [ ] ASIAN
- E. [ ] OTHER *(Specify)*
- F. PERSONS WITH SPANISH SURNAMES
  - 1. [ ] CUBAN
  - 2. [ ] MEXICAN AMERICAN
  - 3. [ ] PUERTO RICAN
  - 4. [ ] OTHER *(Specify)*

4. BY LEVEL OF FAMILY INCOME
- A. [ ] LESS THAN $2,000 (Poor)
- B. [ ] $2,000 TO $5,999 (Near poor)
- C. [ ] $6,000 AND ABOVE

5. BY AREA
- A. [ ] URBAN
- B. [ ] SUBURBAN
- C. [ ] RURAL

EXHIBIT A

LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

DE FORM 613-A

DATE OF SUBMISSION TO DEPT. OF EDUCATION

SPECIAL EXPERIMENTAL DEMONSTRATION PROJECT
ADULT EDUCATION PROGRAM
PROPOSAL COVER SHEET

1. TITLE OF PROPOSAL *(Title should not exceed 100 typewritten characters)*

2. APPLICANT ORGANIZATION

MAJOR SUBDIVISION

STREET ADDRESS

PARISH

CONG. DISTRICT

CITY

STATE

ZIP CODE

TELEPHONE *(Area code, number, extension)*

3. LOCATION WHERE PROJECT WILL BE CONDUCTED *(If different from above) (Address, street, city, parish, State, ZIP code, cong. district)*

4A. PERSON DIRECTING PROGRAM *(Name, title, address)*

4B. AREA CODE | TELEPHONE NUMBER | EXTENSION

4C. SOCIAL SECURITY NUMBER

5. INITIATED BY *(If different from Project Director) (Name, title, address)*

TELEPHONE
AREA CODE | NUMBER
EXTENSION

6. NAMES AND ADDRESSES OF OTHER KEY PERSONNEL *(If any)*

7. TYPE OF AGENCY
A. [ ] PUBLIC
B. [ ] PRIVATE NONPROFIT
C. [ ] STATE EDUCATIONAL AGENCY
D. [ ] LOCAL EDUCATIONAL AGENCY
E. [ ] EDUCATIONAL TELEVISION STA.

8A. DURATION OF [illegible] PROGRAM
FROM (Mo., Day, Yr.) | TO (Mo., Day, Yr.)

8B. NO. OF WEEKS | 8C. NO. OF MOS.

8D. TYPE OF APPLICATION
1. [ ] NEW
2. [ ] CONTINUATION
3. IF PROPOSAL IS A RENEWAL OR A CONTINUATION, GIVE PRESENT GRANT NUMBER(S)
1.
2.
3.
4.
5.

10. ESTIMATED FUNDING

A. STATE FUNDS REQUESTED	AMOUNT
1. ACT 754	$
2. OTHER STATE (Specify)	
B. LOCAL CONTRIBUTIONS	
C. GRANT-IN-AID	
1. GRANT-IN-AID	
2. OTHER (Specify)	
D. TOTAL COST OF PROJECT	$

11A. (1) IS THIS PROPOSAL DESIGNED PRIMARILY FOR A SPECIFIC TARGET AREA OR GROUP OF THE POPULATION? (A) [ ] YES
(2) IF APPLICABLE, INDICATE ESTIMATED NUMBER OF TARGET GROUP PARTICIPANTS (B) [ ] NO

B. IF YES, CHECK THE BOX WHICH BEST DESCRIBES THE AREA OR GROUP TO BE SERVED

1. BY GRADE LEVEL
A. [ ] BEGINNING LEVEL (1-4)
B. [ ] INTERMEDIATE LEVEL (5-8)
C. [ ] ADVANCED LEVEL (9-12)

2. BY AGE GROUP
A. [ ] 16-21
B. [ ] 22-44
C. [ ] 45-64
D. [ ] 65 AND OVER

3. BY RACE OR ETHNIC GROUP
A. [ ] CAUCASIAN
B. [ ] AMERICAN INDIAN
C. [ ] NEGRO
D. [ ] ASIAN
E. [ ] OTHER (Specify)
F. PERSONS WITH SPANISH SURNAMES
1. [ ] CUBAN
2. [ ] MEXICAN-AMERICAN
3. [ ] PUERTO RICAN
4. [ ] OTHER (Specify)

4. BY FAMILY INCOME
A. [ ] UNDER $3,000 PER YEAR
B. [ ] $3,000 TO $5,000 PER YEAR
C. [ ] ABOVE $5,000 PER YEAR

5. BY RESIDENCE
A. [ ] URBAN
B. [ ] SUBURBAN
C. [ ] RURAL

EXHIBIT A

16A. NAME OF INDIVIDUAL OR OFFICIAL WHO SHALL BE RESPONSIBLE FOR THE RECEIPT AND DISBURSEMENT OF STATE FUNDS	17A. NAME OF INDIVIDUAL WHO SHALL HAVE ULTIMATE RESPONSIBILITY FOR THE ACCOUNTING FOR STATE FUNDS
B. TITLE OF POSITION	B. TITLE OF POSITION
C. ADDRESS *(Number, street, city, State, ZIP code)*	C. ADDRESS *(Number, street, city, State, ZIP code)*

18. TYPE OF ACCOUNTING SYSTEM

A. [ ] CASH B. [ ] ACCRUAL C. [ ] OBLIGATION

19A. HAS THE PROPOSAL BEEN SUBMITTED TO ANY OTHER AGENCY OR ORGANIZATION? (1) [ ] YES (2) [ ] NO

B. IF YES, GIVE NAME AND ADDRESS OF AGENCY OR ORGANIZATION	C. DATE OF SUBMISSION

20A. HAS THIS OR A SIMILAR PROPOSAL PREVIOUSLY BEEN SUBMITTED TO THE DEPT. OF EDUCATION? (1) [ ] YES (2) [ ] NO	B. IF YES, INDICATE TO WHOM	C. DATE OF SUBMISSION

21. COMMITTMENT OF PROJECT DIRECTOR'S TIME FOR DURATION OF PROJECT	PERCENT OF TIME
A. TEACHING DUTIES	%
B. ADMINISTRATIVE DUTIES	%
C. TIME DEVOTED TO THIS PROJECT	%
D. OTHER *(Specify)*	%
E. **TOTAL**	100 %

22. ASSURANCE OF COMPLIANCE

A. [ ] AN "ASSURANCE OF COMPLIANCE" WITH THE CIVIL RIGHTS ACT OF 1964 *(HEW Form 441)* WAS FILED WITH THE COMMISSIONER ON

DATE OF ACCEPTANCE LETTER	REGISTER NUMBER

23. SIGNATURES *(NOTE: If the application is submitted jointly by two or more agencies, approval by each is required)*

A. PROJECT DIRECTOR		DATE SIGNED
B. OFFICIAL AUTHORIZED TO SUBMIT PROPOSAL	TITLE	DATE SIGNED
C. OFFICIAL AUTHORIZED TO SUBMIT PROPOSAL	TITLE	DATE SIGNED

24. CERTIFICATION OF AUTHORITY TO SUBMIT PROPOSAL

CORPORATE SEAL

I hereby certify that the official(s) named in item 23b *(and 23c, if applicable)* is/are authorized to submit the proposal in behalf of said agency by authority of its governing body, and is within the scope of its corporate powers.

SIGNATURE	TITLE

MAIL TO: Adult Education Section
Division of Community Affairs
Louisiana State Department of Education
P. O. Box 44064
Baton Rouge, Louisiana 70804

LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

TEACHER TRAINING PROJECT
ADULT EDUCATION PROGRAM
PROPOSAL COVER SHEET

DE FORM 514-A

DATE OF SUBMISSION TO DEPT. OF EDUCATION

1. TITLE OF PROPOSAL (*Title should not exceed 100 typewritten characters*)

2. APPLICANT ORGANIZATION

MAJOR SUBDIVISION

STREET ADDRESS

PARISH

CITY

STATE

ZIP CODE

TELEPHONE (*Area code, number, extension*)

3. LOCATION WHERE PROJECT WILL BE CONDUCTED (*If different from above*) (*Addressee, street, city, parish, State, ZIP code, cong. district*)

4A. PERSON DIRECTING PROGRAM (*Name, title, address*)

4B. AREA CODE

TELEPHONE NO.

EXTENSION

4C. SOCIAL SECURITY NUMBER

5. INITIATED BY (*If different from Project Director*) (*Name, title, address*)

TELEPHONE

AREA CODE

NUMBER

EXTENSION

6. NAMES AND ADDRESSES OF OTHER KEY PERSONNEL (*If any*)

7. TYPE OF AGENCY

A. PUBLIC

B. PRIVATE NONPROFIT

C. STATE EDUCATIONAL AGENCY

D. LOCAL EDUCATIONAL AGENCY

E. COLLEGE

F. UNIVERSITY

8. THIS GRANT REQUEST IS RELATED TO TRAINING PERSONNEL AS

		NUMBER OF PARTICIPANTS
A.	ADMINISTRATORS	
B.	GUIDANCE COUNSELORS	
C.	TEACHER COUNSELORS	
D.	TEACHER MEDIA SPECIALISTS	
E.	TEACHER TRAINERS	
F.	TEACHERS	
G.	OTHER (*Specify*)	
H.	TOTAL	

9A. TYPE OF PROPOSAL

1. NEA

2. CONTINUING

9B. IF PROPOSAL IS A RENEWAL OR A CONTINUATION, GIVE PREVIOUS GRANT NUMBERS

1.

2.

3.

4.

5.

10A. DURATION OF INSTITUTE OR TRAINING PROGRAM

FROM (*Mo., Day, Yr.*)

TO (*Mo., Day, Yr.*)

10B. NO. OF WEEKS

10C. NO. OF MONTHS

11. COURSES OFFERED UNDER THIS PROJECT

A.

B.

C.

D.

E.

F.

12. A. APPROVED FOR ACADEMIC CREDIT? YES NO

B. IF YES, HOW MANY CREDITS?

13. SOURCE OF FUNDING

A. STATE FUNDS REQUESTED	AMOUNT
1. ACT 113	$
2. OTHER STATE (*Specify*)	
B. LOCAL CONTRIBUTIONS	
1. CASH	
2. OTHER SOURCES	
C. TOTAL COST OF PROJECT	$

14A. NAME OF LOCAL SCHOOL BOARD OFFICIAL CONTACTED CONCERNING THIS APPLICATION

B. TITLE OF POSITION

C. ADDRESS (*Number, street, city, State, ZIP code*)

15A. NAME OF INDIVIDUAL OR OFFICIAL TO WHOM COMMUNICATIONS CONCERNING THIS PROJECT SHOULD BE DIRECTED

B. TITLE OF POSITION

C. ADDRESS (*Number, street, city, State, ZIP code*)

LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

DE FORM 513-B

DATE SUBMITTED

SPECIAL EXPERIMENTAL DEMONSTRATION PROJECT
ADULT EDUCATION PROGRAM
PROPOSAL ABSTRACT

1. FULL TITLE OF PROJECT *(Title should not exceed 100 typewritten characters)*

2. NAME OF APPLICANT

ADDRESS *(Number, street, city, parish, State, ZIP code)*

PHONE NUMBER

3. NAME OF PROJECT DIRECTOR

4. DURATION OF PROJECT	5. NUMBER OF			6. TYPE OF TRAINING OFFERED
	MONTHS	WEEKS	DAYS	
FROM				
TO				7. NUMBER OF PARTICIPANTS

8. Provide a single spaced statement *(not to exceed 250 words, and not to exceed remaining space on this page)* summarizing the proposed project and its methodology, its special features, and the reasons why it is worthy of support.

LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

DE FORM 514-B

DATE SUBMITTED

TEACHER TRAINING PROJECT
ADULT EDUCATION PROGRAM
PROPOSAL ABSTRACT

1. FULL TITLE OF PROJECT *(Title should not exceed 100 typewritten characters)*

2. NAME OF APPLICANT

ADDRESS *(Number, street, city, parish, State, ZIP code)*

PHONE NUMBER

3. NAME OF PROJECT DIRECTOR

4. DURATION OF PROJECT	5. NUMBER OF			6. TYPE OF PERSONNEL TRAINING OFFERED
FROM	MONTHS	WEEKS	DAYS	
TO				7. NUMBER OF PARTICIPANTS

8. Provide a single spaced statement *(not to exceed 250 words, and not to exceed remaining space on this page)* summarizing the proposed project and its rationale, its special or unique feature, and the reasons why it is worthy of support.

LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

DF FORM 514-C

DATE SUBMITTED

FISCAL YEAR

SPECIAL EXPERIMENTAL DEMONSTRATION PROJECT
ADULT EDUCATION PROGRAM
PROPOSAL BUDGET SUMMARY

NAME OF APPLICANT ORGANIZATION	ADDRESS (Street, city, parish, State, ZIP code)

A. DIRECT COSTS		
1. PERSONNEL SALARIES		
A. PROJECT DIRECTOR	$	
B. OTHER PROFESSIONAL STAFF (No.)		
C. NON-PROFESSIONAL STAFF (No.)		
D. CONSULTANTS (No. of days)		
E. SUBTOTAL FOR PERSONNEL SALARIES		$
2. OTHER DIRECT OPERATING COSTS		
A. TRAVEL	$	
B. EQUIPMENT (Rentals and purchases)		
C. MINOR REMODELING OF SPACE		
D. OTHER (Supplies, communications, printing, etc.)		
E. SUBTOTAL - OTHER DIRECT OPERATING COSTS		$
F. TOTAL DIRECT COSTS (Sum of Lines 1E and 2E)		$
B. COST SHARING		
1. CONTRIBUTIONS OF GRANTEE		$
2. CONTRIBUTIONS FROM OTHER SOURCES		
3. TOTAL COST SHARING		
C. TOTAL STATE DIRECT COSTS (Line A1 minus Line B3)		
D. INDIRECT COSTS (Not to exceed ... of Total State Direct Costs, Line C)		
E. TOTAL STATE FUNDS REQUESTED 1/ (Line C plus Line D)		$

1/ The cost of each component of the amount requested for each of the line items should be itemized or fully explained in the Budget Explanation Section of the proposal.

EXHIBIT C

LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

DE FORM 514-C

DATE SUBMITTED

FISCAL YEAR

TEACHER TRAINING PROJECT
ADULT EDUCATION PROGRAM
PROPOSAL BUDGET SUMMARY

NAME OF APPLICANT ORGANIZATION

ADDRESS (*Street, city, parish, State, ZIP code*)

A. DIRECT COSTS		
1. PERSONNEL SALARIES		
A. PROJECT DIRECTOR	$	
B. OTHER KEY PERSONNEL, IF ANY		
C. INSTRUCTIONAL STAFF AND COUNSELORS (*No. full time* *No. part time*)		
D. CONSULTANTS (*No.*)		
E. SECRETARIAL AND CLERICAL (*No.*)		
F. OTHER SUPPORTING STAFF (*No.*)		
G. SUBTOTAL FOR PERSONNEL SALARIES		$
2. OTHER DIRECT OPERATING COSTS		
A. EMPLOYMENT SERVICES AND BENEFITS		
B. TRAVEL		
C. REQUIRED FEES, IF ANY		
D. COMMUNICATIONS COSTS (*telephone, postage fees, etc.*)		
E. SUPPLIES, PRINTING, AND PRINTED MATERIALS		
F. EQUIPMENT (*Rentals and purchases*)		
G. RENTAL OF SPACE		
H. MINOR REMODELING OF SPACE		
I. UTILITIES AND CUSTODIAL SERVICES (*If not included in any other item of this section and/or in indirect costs*)		
J. SUBTOTAL = OTHER DIRECT OPERATING COSTS		$
3. PARTICIPANT SUPPORT		
	NO. RATE WEEKS	
A. STIPENDS	X$ X	
B. DEPENDENCY ALLOWANCE	X X	
C. TRAVEL COSTS	X X	
D. SUBTOTAL FOR PARTICIPANT SUPPORT		$
4. TOTAL DIRECT COSTS (*Sum of Lines 1G, 2J, 4D*)		$
B. COST SHARING		
1. CONTRIBUTIONS OF GRANTEE		$
2. CONTRIBUTIONS FROM OTHER SOURCES		
3. TOTAL COST SHARING		
C. TOTAL STATE DIRECT COSTS (*Line A4 minus line B3*)		
D. INDIRECT COSTS (*Not to exceed 8 percent of Total State Direct Cost, Line C*)		
E. TOTAL STATE FUNDS REQUESTED [1] (*Line C plus Line D*)		$

[1] Documentation of each component of the amount requested for each of the line items should be itemized or fully explained in the Budget Explanation Section of the proposal.

LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

SPECIAL EXPERIMENTAL DEMONSTRATION PROJECT
ADULT EDUCATION PROGRAM
FINAL EXPENDITURE REPORT

DE FORM 51-D

CONTRACTOR OR GRANTEE (Name and address)

DEPT. OF ED. CONTRACT OR GRANT NUMBER

FISCAL YEAR OF AWARD | PHASE

PERIOD OF CONTRACT OR GRANT
From To

INSTRUCTIONS: An original and three signed copies are to be submitted within thirty days following termination of the project.

MAIL TO:
Louisiana State Department of Education
P. O. Box 44064
Baton Rouge, Louisiana 70804

PART I – EXPENDITURES	AMOUNT BUDGETED (a)	ACTUAL EXPENDITURES (b)	BALANCE (Col. a minus Col. b) (c)
A. DIRECT COSTS – ALL SOURCES			
1. PERSONNEL SALARIES	$		
a. PROJECT DIRECTOR		$	
b. OTHER KEY PERSONNEL, IF ANY			
c. INSTRUCTIONAL STAFF AND COUNSELORS (No. Full Time , No. Part Time)			
d. CONSULTANTS (No.)			
e. SECRETARIAL AND CLERICAL (No.)			
f. OTHER SUPPORTING STAFF (No.)			
g. SUBTOTAL FOR PERSONNEL SALARIES	$	$	$
2. OTHER DIRECT OPERATING COSTS			
a. TRAVEL	$	$	$
b. EQUIPMENT (Identify major items)			
c. MATERIALS AND SUPPLIES			
d. PUBLICATION COSTS/DISSEMINATION			
e. CONSULTANT SERVICES		( )	
f. EMPLOYEE BENEFITS		( )	
g. COMMUNICATION COSTS		( )	
h. SUPPLIES, PRINTING, AND POSTAGE (UNALLOCABLE)		( )	
i. RENTAL OF SPACE		( )	
j. OTHER ITEMS AND CONTRACTUAL SERVICES (Itemize and identify any other items of this section and/or indirect costs)		( )	
k. SUBTOTAL – OTHER DIRECT OPERATING COSTS	$	$	$
l. TOTAL DIRECT COSTS (Sum of 1g and 2k)	$	$	$
B. COST SHARING			
1. CONTRIBUTIONS OF GRANTEE	$	$	$
2. CONTRIBUTIONS FROM OTHER SOURCES			
3. TOTAL COST SHARING	$	$	$
C. TOTAL STATE DIRECT COSTS (Line A minus line B3)	$	$	$
D. INDIRECT COSTS (Indirect Cost Agreement – Exhibit Math. Basis Cost Enclosed)			
E. TOTAL STATE FUNDS EXPENDED (Line C plus Line D)	$	$	$

PART II – CASH SUMMARY	
A. TOTAL AMOUNT OF GRANT	$
B. TOTAL STATE GRANT FUNDS EXPENDED (Same as Part I, Line E, column b)	
C. TOTAL GRANT FUNDS RECEIVED FROM STATE	
D. BALANCE DUE CONTRACTOR OR GRANTEE AGENCY (or refund due State Department)	$

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE

SIGNATURE OF PROJECT DIRECTOR	DATE	SIGNATURE OF FISCAL OFFICER AUTHORIZED TO REPRESENT GRANTEE AGENCY	DATE

EXHIBIT D

LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

TEACHER TRAINING PROJECT
ADULT EDUCATION PROGRAM
FINAL EXPENDITURE REPORT

DE FORM 514-D

CONTRACTOR OR GRANTEE (Name and address)

INSTRUCTIONS: An original and three signed copies are to be submitted within thirty days following termination of the project.

MAIL TO:
Louisiana State Department of Education
P. O. Box 44064
Baton Rouge, Louisiana 70804

FISCAL YEAR OF AWARD | CONTRACT OR GRANT NUMBER

PERIOD OF CONTRACT OR GRANT
From To

PART I – EXPENDITURES	AMOUNT BUDGETED (a)	ACTUAL EXPENDITURES (b)	BALANCE (Unencumbered) (c)
A. DIRECT COSTS			
1. PERSONNEL SALARIES			
A. PROJECT DIRECTOR	$	$	$
B. OTHER KEY PERSONNEL, IF ANY			
C. INSTRUCTIONAL STAFF AND COUNSELORS (No. Full Time ; No. Part Time)			
D. CONSULTANTS (No.)			
E. SECRETARIAL AND CLERICAL (No.)			
F. OTHER SUPPORTING STAFF (No.)			
G. SUBTOTAL FOR PERSONNEL SALARIES			
2. OTHER DIRECT OPERATING COSTS			
A. EMPLOYMENT SERVICES AND BENEFITS			
B. TRAVEL			
C. REQUIRED FEES, IF ANY			
D. COMMUNICATIONS COSTS (Telephone, postage fees, etc.)			
E. SUPPLIES, PRINTING, AND PRINTED MATERIALS			
F. EQUIPMENT (Rentals and purchases)			
G. RENTAL OF SPACE			
H. MINOR REMODELING OF SPACE			
I. UTILITIES AND CUSTODIAL SERVICES (If not included in any other item of this section and not in indirect costs)			
J. SUBTOTAL – OTHER DIRECT OPERATING COSTS			
3. PARTICIPANT SUPPORT NO. RATE WEEKS			
A. STIPENDS X$ X			
B. DEPENDENCY ALLOWANCE X X			
C. TRAVEL COSTS			
D. SUBTOTAL FOR PARTICIPANT SUPPORT			
4. TOTAL DIRECT COSTS (Sum of Lines 1G, 2J, 3D)			
B. COST SHARING			
1. CONTRIBUTIONS OF GRANTEE			
2. CONTRIBUTIONS FROM OTHER SOURCES			
3. TOTAL COST SHARING			
C. TOTAL STATE DIRECT COSTS (Line A4 minus line B3)			
D. INDIRECT COSTS (Not to exceed 8 percent of Total State Direct Costs, Line C)			
E. TOTAL STATE FUNDS EXPENDED (Line C plus Line D)	$	$	$

PART II – CASH SUMMARY	
A. TOTAL AMOUNT OF GRANT	$
B. TOTAL STATE GRANT FUNDS EXPENDED (Same as Part I, Line E, column b)	
C. TOTAL GRANT FUNDS RECEIVED FROM STATE GOVERNMENT	
D. BALANCE DUE CONTRACTOR OR GRANTEE AGENCY	$

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE

SIGNATURE OF PROJECT DIRECTOR	DATE	SIGNATURE OF FISCAL OFFICER AUTHORIZED TO REPRESENT GRANTEE AGENCY	DATE